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Received 5 Apr 1966

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30 March 1966
SG-66/181

MEMORANDUM FOR: Chief, Records Administration Staff

THROUGH : Chief, Records Integration Division

SUBJECT : Secure Storage of Walnut Microfilm

1. Walnut (DDP/RID) microfilm is now kept in unlocked 3-way combination safes at the Records Center. It is requested that henceforth these safes be assigned combinations and kept locked as an additional security precaution.

2. Incidentally, this requirement will not impose additional workload on Records Center personnel. We anticipate, at most, one request per month for a reel of microfilm over the next year.

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Chief, DDP Systems Group

cc - C/RID
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